

SMALL BUSINESS SUBCONTRACTING PLAN																			
OFFEROR: (* = Continue on separate sheets if necessary.) (** = Is not applicable with commercial Plan.)	Solicitation No.: SP0600-_____ NOTE: If a plant or division-wide Master Plan is being incorporated by reference, place 'X' in box and complete Part I (A thru I) and Part IV only. 11 Date of Plan _____ (Copy of Master Plan and evidence of approval by the Government Contract Administration Office are required.)																		
PART I SUBCONTRACTING GOALS:																			
<table style="width: 100%;"> <tr> <td style="width: 70%;">A. Total dollars planned to be subcontracted:</td> <td style="width: 30%; text-align: right;">\$ _____</td> </tr> <tr> <td>B. Total dollars planned to be subcontracted to small business concerns:</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>C. Total dollars planned to be subcontracted to HUBZone small business concerns:</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>D. Total dollars planned to be subcontracted to small disadvantaged business concerns:</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>E. Total dollars planned to be subcontracted to women-owned small business concerns:</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>F. Percentage of total subcontracting dollars for the use of small businesses:</td> <td style="text-align: right;">_____ %</td> </tr> <tr> <td>G. Percentage of total subcontracting dollars for the use of HUBZone small businesses:</td> <td style="text-align: right;">_____ %</td> </tr> <tr> <td>H. Percentage of total subcontracting dollars for the use of small disadvantaged businesses:</td> <td style="text-align: right;">_____ %</td> </tr> <tr> <td>I. Percentage of total subcontracting dollars for the use of women-owned small businesses:</td> <td style="text-align: right;">_____ %</td> </tr> </table>		A. Total dollars planned to be subcontracted:	\$ _____	B. Total dollars planned to be subcontracted to small business concerns:	\$ _____	C. Total dollars planned to be subcontracted to HUBZone small business concerns:	\$ _____	D. Total dollars planned to be subcontracted to small disadvantaged business concerns:	\$ _____	E. Total dollars planned to be subcontracted to women-owned small business concerns:	\$ _____	F. Percentage of total subcontracting dollars for the use of small businesses:	_____ %	G. Percentage of total subcontracting dollars for the use of HUBZone small businesses:	_____ %	H. Percentage of total subcontracting dollars for the use of small disadvantaged businesses:	_____ %	I. Percentage of total subcontracting dollars for the use of women-owned small businesses:	_____ %
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J. Principal types of supplies and services to be subcontracted: (Indicate types planned for subcontracting to (i) small business, (ii) HUBZone small business, (iii) small disadvantaged business concerns, and (iv) women-owned small business concerns.) (*)																			
K. Describe method used to develop these goals (e.g., Based on procurement history, available resources, etc.)(*)																			
L. Were indirect costs included in establishing these goals? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, describe the method used to determine proportionate share of indirect costs to be incurred with (1) small business concerns, (2) HUBZone small business concerns, (3) small disadvantaged business concerns, and (4) women-owned small business concerns: (*)																			
PART II SUBCONTRACTING PROCEDURES:																			
A. Name of the individual who will administer the offeror's subcontracting program: _____ Include a brief description of this individual's duties:																			
B. Describe methods used to identify potential sources for solicitation purposes: (indicate with an "X" those that apply) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 60%;"> <input type="checkbox"/> Existing company source lists <input type="checkbox"/> SBA Procurement Marketing & Access Network (PRO-Net) <input type="checkbox"/> SBA list of certified Small Disadvantaged Business Concerns <input type="checkbox"/> National Minority Purchasing Council Vendor Information Service <input type="checkbox"/> Dept. of Commerce Research and Information Division of Minority Business Development Agency <input type="checkbox"/> Small, HUBZone small, small disadvantaged, and women-owned small business concerns trade associations </td> <td style="width: 40%; vertical-align: top;"> OTHER: _____ </td> </tr> </table>		<input type="checkbox"/> Existing company source lists <input type="checkbox"/> SBA Procurement Marketing & Access Network (PRO-Net) <input type="checkbox"/> SBA list of certified Small Disadvantaged Business Concerns <input type="checkbox"/> National Minority Purchasing Council Vendor Information Service <input type="checkbox"/> Dept. of Commerce Research and Information Division of Minority Business Development Agency <input type="checkbox"/> Small, HUBZone small, small disadvantaged, and women-owned small business concerns trade associations	OTHER: _____																
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C. Describe methods used to assure small, HUBZone small, small disadvantaged, and women-owned small business concerns have an equitable opportunity to compete for subcontracts: (*)																			
DESC-P Form 1, Apr 99 (supersedes the May 96 version) – Previous editions are obsolete.																			

SMALL BUSINESS SUBCONTRACTING PLAN (CONTINUED)

PART III – SUBCONTRACTING PLAN MANAGEMENT:

Offeror certifies that the following procedures regarding management of this Subcontracting Plan will be enacted:
(Indicate acknowledgment of compliance by annotating "X" in appropriate blocks.)

- ☐ A. Contractor will assist small, HUBZone small, small disadvantaged, and women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate participation by such concerns.
- ☐ B. Where lists of potential subcontractors are excessively long, Contractor will make a reasonable effort to give all small, HUBZone small, small disadvantaged, and women-owned small business concerns an opportunity to compete over a period of time.
- ☐ C. Contractor will provide adequate and timely consideration of the potentialities of small, HUBZone small, small disadvantaged, and women-owned small business concerns in all "make or buy" decisions.
- ☐ D. Contractor will counsel and discuss subcontracting opportunities with representatives of small, HUBZone small, small disadvantaged, and women-owned small business firms.
- ☐ E. Contractor will provide notice to subcontractors concerning penalties and remedies for misrepresentation of business status as small, HUBZone small, small disadvantaged, and women-owned small business concerns, for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in this Contractor's Subcontracting Plan.
- ☐ F. Contractor will ensure that the clause entitled "Utilization of Small Business Concerns" (Latest Revision), contained in referenced solicitation, will be included in all subcontracts that offer further subcontracting opportunities, and that all large business subcontractors receiving a subcontract in excess of \$500,000 will adopt a plan similar to this Plan.
- ☐ G. Contractor will cooperate in any studies or surveys as may be required.
- ☐ H. Contractor will submit periodic reports in order to allow the Government to determine the extent of compliance by the offeror with this Subcontracting Plan.
- ☐ I. Contractor will submit Standard Form 294, Subcontracting Report for Individual Contracts, and/or Standard Form 295, Summary Subcontract Report, in accordance with the instructions on the forms, or as provided in agency regulations.
- ☐ J. Contractor will ensure that subcontractors agree to submit Standard Forms 294 and 295, as appropriate.
- ☐ K. Contractor will maintain the following types of records to demonstrate procedures that have been adopted to comply with the requirements and goals in this Plan. The records shall include at least the following on a plant-wide or company-wide basis, unless otherwise indicated:
- ☐ 1. Source lists (e.g., PRO-Net), guides, and other data that identify small, HUBZone small, small disadvantaged, and women-owned small business concerns;
 - ☐ 2. Organizations contacted in an attempt to locate sources that are small, HUBZone small, small disadvantaged, or women-owned small business concerns;
 - ☐ 3. Records of each subcontract solicitation resulting in an award of more than \$100,000; indicate--
 - a. Whether small business concerns were solicited, and if not, why not;
 - b. Whether HUBZone small business concerns were solicited, and if not, why not;
 - c. Whether small disadvantaged business concerns were solicited, and if not, why not;
 - d. Whether women-owned small business concerns were solicited, and if not, why not; and
 - e. If applicable, the reason why award was not made to a small business concern;
 - ☐ 4. Records of outreach efforts to contact (a) trade associations, (b) business development organizations, and (c) conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources;
 - ☐ 5. Records of internal guidance and encouragement provided to buyers through (a) workshops, seminars, training, etc., and (b) monitoring performance to evaluate compliance with the program's requirements; and
 - ☐ 6. On a contract-by-contract basis, supporting information for award data submitted by the Contractor to the Government, including the name, address, and business size of each subcontractor. (**)

PART IV
OFFEROR'S SIGNATURE
Typed Name and Title
Date
PART V DETERMINATION OF ADEQUACY/APPROVAL:

- ☐ Division Chief approval, if no subcontracting opportunities determined.

- ☐ Approval 2 levels above CO if SDB Goal is less than 5%.

Contracting Officer
Date
Title/Signature
Date
CONCURRENCE WITH DETERMINATION:
(If nonconcurrence, see attached rationale.)

DESC-DU _____ **Date** _____

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